

Lesson 3: Leave of Absence & End Employment

Welcome

In the first two lessons we reviewed the pages in Workforce Administration that are used to set up and maintain employee information.

Lesson 3 will show you how to place an employee on a leave of absence, both with and without pay.

Also, in Lesson 2 we discussed how to temporarily place an employee on a different position using the action of 'Data Change' with a leave of absence reason. Using this action and reason combination doesn't impact the employee's Payroll Status.

In contrast, this lesson will discuss 'Leave of Absence' as the action, which changes the employee's Payroll Status to 'Inactive.'

We'll also discuss how to end a person's employment in Job Data, both by termination and retirement.

Lesson 3: Leave of Absence & End Employment

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the types of leaves of absence
- Place an employee on a leave of absence
- Enter an employee termination or retirement

Lesson 3: Leave of Absence & End Employment

□ Lesson Topics

In this lesson you will learn about the following topics.



Topic 1:
Leave of
Absence



Topic 2:
Terminate
Employment



Topic 3:
Retirement



Lesson 3: Leave of Absence & End Employment

Leave of Absence

Leave of Absence Without Pay

An employee may be granted a leave of absence without pay for reasons such as health or military obligations.

To place an employee on Leave Without Pay, add a row in Job Data, enter the effective date and select Leave of Absence in the Action field. Select the appropriate Reason. The next page describes the various reasons for this Action. Notice below that Daffy's Payroll Status is now 'Leave of Absence' and the HR Status is 'Active.'

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy, Jordan Employee		Empl ID K0000000000 Empl Record 0				
<div>Work Location Details ?</div> <div> <div>*Effective Date 02/18/2019</div> <div>Effective Sequence 0</div> <div>HR Status Active</div> <div>*Payroll Status Leave of Absence</div> </div> <div> <div>*Action Leave of Absence</div> <div>Reason Health Reasons</div> <div>*Job Indicator Primary Job</div> </div> <div> <div>Go To Row</div> <div>+</div> <div>-</div> </div>						

Lesson 3: Leave of Absence & End Employment

❑ Leave of Absence

❑ Leave of Absence Without Pay

The reason used for the Leave of Absence action depends on the situation for the leave. The following reasons for a Leave of Absence action are taken from the SHARP Action Reason Guide.

Health Reasons - Place an employee on leave without pay for health reasons. K.A.R. 1-9-6

Military Leave - Place an employee on leave without pay for military leave reasons. K.A.R. 1-9-7a

Other - Place an employee on leave without pay for situations not covered by other available reasons. K.A.R. 1-9-6

Seasonal/Not scheduled to work - Place an employee on leave without pay for seasonal work or extended periods when the employee is not scheduled to work. K.A.R. 1-9-6

Sabbatical/Professional Leave - Place an employee on leave without pay who is taking a sabbatical or professional leave. K.A.R. 1-9-6

Summer Leave with Benefits - Regents Use – Place an employee on leave without pay for summer months and continue benefits.

Regent – For Regent use only.

Conversion - Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this reason.

Lesson 3: Leave of Absence & End Employment

❑ Leave of Absence

❑ Return From Leave of Absence

When an employee returns from a leave of absence without pay, the employee returns to a position in the same class as the position which the employee held at the time the leave was granted, or in another class in the same pay grade for which the employee meets the requirements. (K.A.R. 1-9-6(h))

If the employee terminates, return the employee from leave of absence before entering the termination. The effective date of the return must be at least one day before the date of termination if the terminating employee is to be paid out for leave balances. If not, you may use the same date for the return from leave and termination by using effective sequencing.

Since SHARP continues to calculate the length of service when an employee is on a leave of absence, you must **adjust the length of service if the leave was for more than 30 days**. Adjust the length of service by deducting the years and/or days of service between the last day before the employee went on leave and the return from leave date on the Kansas Employment page. If preferred, you can adjust the length of service on the Employment Information page by clicking on the Override checkbox and changing the Benefits Service Date.

To return an employee from a leave of absence, add a row in Job Data and use the Action/Reason of 'Return from Leave/Return from Leave.'

Lesson 3: Leave of Absence & End Employment

❑ Leave of Absence

❑ Paid Leave of Absence

An employee may be placed on leave with pay because the employee is relieved of duties with pay pending an investigation (K.A.R. 1-10-7), job injury, health reasons, military leave for training or sabbatical.

To place an employee on a Paid Leave of Absence, add a row in Job Data using 'Paid Leave of Absence' as the action and use one of the following reasons:

Investigation - Leave with pay when an employee is relieved of duties with pay pending an investigation. K.S.A. 75-2949; K.A.R. 1-2-74; K.A.R. 1-9-19

Job Injury - Leave with pay when an employee sustains a qualifying job injury. K.A.R. 1-9-22

Leave w/Benefits - Place an employee on leave with pay in order to comply with a Civil Service Board ruling that grants benefits and pay.

Military Leave - Leave with pay for an employee in a regular position for active duty (K.A.R. 1-9-7b) or when called to state emergency duty (K.A.R. 1-9-7c)

Sabbatical - Place an employee on leave with pay when an employee is relieved of duties with pay due to a sabbatical.

Long-Term Disability - Regents use only in conjunction with RTD earnings code for employees on long-term disability but no longer eligible to receive continued contributions to the Board of Regents Mandatory Retirement Plan.

Lesson 3: Leave of Absence & End Employment

☐ Leave of Absence

☐ Paid Leave of Absence cont.

If the employee terminates, return the employee from leave of absence before entering the termination. The effective date of the return must be at least one day before the date of termination if the terminating employee is to be paid out for leave balances. If not, you may use the same date for the return from leave and termination by using effective sequencing.

To return an employee from a leave of absence, add a Return from Leave/Return from Leave row in Job Data.

Lesson 3: Leave of Absence & End Employment

Terminate Employment

An employee termination occurs when an employee leaves state service for reasons other than retirement.

The effective date of termination is the first day the employee is not in pay status (does not report to work or have leave scheduled). The previous day's date will automatically populate in the "Last Date Worked" field on the Employment Data page. For example, if an employee's last day at work is a Friday, enter Saturday's date as the termination date. Do not enter the following Monday as this may put the employee into the next pay period and extend their benefits coverage.

In order for SHARP to automatically calculate any leave payout you must enter the termination or retirement by 6:00 p.m. on the Tuesday following the end of the pay period, which is cutoff for Job Data entries. To ensure accurate timesheet payout information, please be sure accurate Payable Time exists for the pay period in which the payout will default.

If the employee separation is entered after cutoff and accurate Payable Time doesn't exist you need to calculate the employee's vacation leave and sick leave service hours and the vacation and sick leave accrual hours for the final pay period. You must also manually calculate the amount of vacation leave and sick leave payout hours the employee is eligible to receive and enter the rows on the timesheet. If you need assistance to calculate the hours/amounts, contact the SHARP Corrections staff at sharp@ks.gov

Lesson 3: Leave of Absence & End Employment

Terminate Employment

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan Employee			Empl ID K0000000000 Empl Record 0			
Work Location Details ? <div> <div>1 of 2</div> <div> <div>Go To Row</div> <div>+</div> <div>-</div> </div> </div>						
<div>*Effective Date</div> <div>02/18/2019</div> <div>Effective Sequence</div> <div>0</div>		<div>*Action</div> <div>Termination</div> <div>*Reason</div> <div>Resign - Other Position</div> <div>*Job Indicator</div> <div>Primary Job</div>				
<div>HR Status</div> <div>Inactive</div>		<div>Payroll Status</div> <div>Terminated</div>				

To terminate employment, add a row in Job Data, enter the effective date and select Termination in the Action field. Select the appropriate Reason. (The various reasons for a Termination action are described later). Notice that both the Payroll Status and HR Status are now 'Inactive.'

Lesson 3: Leave of Absence & End Employment

Terminate Employment

End Classified Temporary Appointment

Add a row in an employee's Job data with the Action/Reason of 'Termination/End of Temporary' to end the Classified Temporary appointment.

Employment of a person in one or more classified temporary positions cannot exceed 999 total hours of employment in state service for a period of 12 consecutive months. All time worked, including overtime, counts toward the 999 hours.

Each temporary appointment must end after no later than 12 months, even if the person works fewer than 999 hours. A person may occupy more than one temporary position in a period of 12 consecutive months if the total number of hours does not exceed 999 hours. See K.A.R. 1-6-25

Even if you intend to immediately rehire the person, you must end the classified temporary appointment once the employee reaches the 999 hour limit or no later than 12 months after the hire/rehire.

If rehiring a classified temporary to a regular position, you must enter a Termination/End of Temporary row in the employee's Job Data before rehiring the person to the regular position. See K.A.R. 1-6-25

Lesson 3: Leave of Absence & End Employment

❑ Terminate Employment

❑ Reasons

The reason used for the Termination action depends on the situation for ending employment.

The following reasons for a Termination action are taken from the SHARP Action Reason Guide.

Personal Conduct: Terminate an employee on grounds of personal conduct detrimental to the state service. K.S.A. 75-2949

Death: Use when an employee's job ends due to the employee's death.

End of Limited Term: Terminate an employee at the end of a limited term position. K.A.R. 1-6-26a

End of Temporary: Use when an employee's temporary job ends and the employee is not moving to a regular position. K.A.R. 1-6-25

Term-Hospital Authority Ees: Used only by the University of Kansas Medical Center.

Inability to Perform the Duties of the Position: Terminations per K.S.A. 75-2949e(1) where the employee is no longer able to perform the position duties.

Continued on next page

Lesson 3: Leave of Absence & End Employment

Terminate Employment

Reasons cont.

Layoff – Shortage of Work/Fund: Terminate an employee due to a layoff resulting from a shortage of work or funds. K.A.R. 1-14-7(a)(1)

Layoff – Incumbent Returns Leave: Terminate an employee due to a layoff resulting from the reinstatement of an employee returning from authorized leave. K.A.R. 1-14-7(a)(2)

Layoff – Incumbent Return per CSB: Terminate an employee due to a layoff resulting from the reinstatement of an employee per Civil Service Board orders.

Layoff – Other: Terminate an employee due to a layoff for reasons not otherwise stated.

Layoff – Agency Closure: Terminate an employee due to a layoff resulting from agency closure.

Layoff – Non State Job Hire: Terminate an employee who received a layoff notice but was able to find employment outside of the state prior to the actual layoff occurring.

Continued on next page

Lesson 3: Leave of Absence & End Employment

❑ Terminate Employment

❑ Reasons cont.

Lack of License/Authorization: Terminate an employee due to failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business or practice a profession. K.S.A. 7502949e

Original Probationary Term: Terminate an employee prior to the end of their original probationary period.

Probationary – Lack of Funds: Terminate an employee prior to the end of their original probationary period due to a shortage of funds.

Resign – Other: Terminate an employee in good standing who resigns for a reason not otherwise listed. K.A.R. 1-11-1

Resign – Family Reasons: Terminate an employee in good standing who resigns for family reasons. K.A.R. 1-11-1

Resign – Job Abandonment: Terminate an employee based on a presumed resignation due to unauthorized absence from work for 5 consecutive working days without a satisfactory explanation. K.A.R. 1-11-1(c)

Continued on next page

Lesson 3: Leave of Absence & End Employment

- ❑ **Terminate Employment**
- ❑ **Reasons cont.**

Resign – Health Reasons: Terminate an employee in good standing who resigns for health reasons. K.A.R. 1-11-1

Resign – Personal Reasons: Terminate an employee in good standing who resigns for personal reasons. K.A.R. 1-11-1

Resign – Other Position: Terminate an employee in good standing who resigns due to accepting employment outside of state service. K.A.R. 1-11-1

Resign – Mutual Consent: Termination agreed to by the employer and the employee. K.A.R. 1-11-1

Resign – Return to School: Termination agreed to by the employer and the employee. K.A.R. 1-11-1

Resign – Dissatisfied w/Work: Terminate an employee in good standing who resigns because they are dissatisfied with the pay. K.A.R. 1-11-1

Continued on next page

Lesson 3: Leave of Absence & End Employment

❑ Terminate Employment

❑ Reasons cont.

Resign – Dissatisfied w/Pay: Terminate an employee in good standing who resigns because they are dissatisfied with the pay. K.A.R. 1-11-1

Resign – Insufficient Notice: Terminate an employee who fails to provide written notice of resignation at least two weeks before their last day of work. K.A.R. 1-11-1(a)

Separation w/o Leave Payout: Terminate an Empl Rcd for an employee who is still actively employed on a benefits eligible position on another Empl Rcd number. This action/reason combination prevents the automatic payout of accumulated vacation leave credits.

Transfer to Affiliate: Used only by University of Kansas Medical Center.

Not Reappointed/Continued: Terminate an unclassified employee who is not reappointed to a position.

Unsatisfactory Work Performance: Terminate an employee with permanent status on grounds of deficiencies in work performance. K.S.A. 75-2949

Conversion: Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this reason.

Lesson 3: Leave of Absence & End Employment

Retirement

Retirement uses a different action/reason than other types of terminations – Retirement/Regular Retirement.

The effective date logic is the same as for terminations – **the effective date is the first day the employee does not report to work or does not have leave scheduled.**

In order for SHARP to automatically calculate any leave payout you must enter the retirement by 6:00 p.m. on the Tuesday following the end of the pay period, which is cutoff for Job Data entries. To ensure accurate timesheet payout information, please be sure accurate Payable Time exists for the pay period in which the payout will default.

If the employee retirement is entered after cutoff and accurate Payable Time doesn't exist you need to calculate the employee's vacation leave and sick leave service hours and the vacation and sick leave accrual hours for the final pay period. You must also manually calculate the amount of vacation leave and sick leave payout hours the employee is eligible to receive and enter the rows on the timesheet. If you need assistance to calculate the hours/amounts, contact the SHARP Corrections staff at sharp@ks.gov.

Lesson 3: Leave of Absence & End Employment

Lesson Summary

Leave of Absence

The 'Leave of Absence' Action changes an employee's Payroll Status to 'Inactive.' Employees may be placed on a leave of absence with or without pay. If the employee terminates, return the employee from leave of absence before entering the termination.

End Employment

An employee may end employment either by Termination or Retirement. The effective date of the termination or retirement is the first day the employee is not in pay status (does not report to work or have leave scheduled). The previous day's date will automatically populate in the "Last Date Worked" field on the Employment Data page.